The MIAMI EXPRESS FAA/ SAFETY NEWSLETTER

July/August/September, 2003
Volume 3, Issue 3

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Safety Program

Our mission is to enhance safety awareness within the local aviation community and industry through open positive communications and an effective, realistic training program.

Our Goal is to create an atmosphere, which fosters a friendly customer service interaction.

Address & Phone

The Miami FSDO-19 address is:
DOT/FAA/FSDO-19/SPM Office
8600 NW 36th St. Suite 201
Miami, Fl 33166
Michael C. Thomas, Manager
Phone # 305-716 -3400
Rene Alvarez, SPM Ext. 198
Walter A. Wilson, SPM Ext. 219
FAX # 305-716-3437

Internet Home Page address is:

http://www.faa.gov/fsdo/mia

Wings & AMT Awards

We have updated our awards process, which has increased our output efficiency and decreased the time frame for issuance of awards.

However, without your participation and timely submission of awards applications we cannot recognize you and your employees accomplishments.

Remember to review AC 61-91 & AC 65-25B and include all required supportive documentation when submitting an award application.

If you are interested in having a FAR seminar conducted at your facility, contact: Rene At 305-716-3400 Ext. 198 or

Walter A. Wilson, Ext. 219

Wings Awards

Phase I

David A. Boyer
Nicholas A. Shirghio
Anthony L. Lee
Rebecca B. Ritter
Humberto E. Garcia
Ricardo Nicolas Garzola
Manuel D. Rivera
Gene P. Zittrauer

Phase II

George R. Jones
Gregory E. Leach
Herrmann Doerner
Ralph Mirabal

Phase III

Ronald Hamilton Blackburn Jr.
Sherry Belcher
John F. McManus
Oscar F. Gomez

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Wings Awards

Phase IV

Emilio Rey
Frances R. Sargent

Phase V

Frank E. Pugh

Phase VII

Lizette Padilla

Phase VIII

William H. Thomas
Ursula M. Davidson

Phase XII

Thomas G. McBride, JR.

CERTIFICATE OF ATTENDANCE

Special Recognition for All Pilots

Why Participate?

Regular proficiency training is essential to the safety of all pilots and their passengers. The objective of the ***"Pilot Attendance Award Program"*** is to encourage pilots to establish and participate in a continuous Personal Recurrent Training Program.

Who May Participate?

All pilots holding an Recreational Pilot Certificate or higher. In addition, uncertified pilots of qualified ultralight vehicles under FAR Part 103 may participate in the Attendance Program.

How Does the Program Work?

The Program consist of three certificates. For the *Silver* Certificate you must attend at least four (**4**) Aviation Safety Seminars per year, for the *Gold* Certificate you must attend at least eight (**8**) Aviation Safety Seminars per year, and for the *Diamond* Certificate you must attend at least ten, (**10**) Aviation Safety Seminars per year. ***For any of the three certificates you must be currently active in the Wings Program.***

The program is design to work during the fiscal year, example; beginning October 1, 2001 and ending September 30, 2002. Either the Safety Program Manager or the Aviation Safety Counselors for each of the monthly seminars attended must sign the ***Certificate of Attendance.***

At the end of the fiscal year (**September 30)** the Certificate of Attendance are submitted to the address below for processing. After 30 days the Aviation Safety Program Managers will issue the appropriate Certificate of Recognition.

History of the "Wings"

It all started in the early 70's when pilot safety meetings were not as regular as they are now nor was there any tangible benefit for those who attended the programs. The educational benefits were there, and dedicated pilots attended the meetings on a regular basis, much as they do today.

Legend has it that in California a doctor's wife saw that he was so dedicated to safe flying he loyally attended each and every safety meeting in his hometown. She felt that he needed to be recognized for his efforts. One evening when the doctor returned from one of the meetings she made a great ceremony of placing a safety pin on his collar in recognition of his desire for aviation safety.

The FAA thought this was a splendid idea and took it one step further and had an award pin designed. It was made in the shape of the safety pin with the Spirit of St. Louis on it. The pin was given to pilots who attended safety meetings on a regular basis. At last something you could see and feel as a reward.

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Special Recognition for All Pilots

What's In It for Me?

Statistics show that pilots who participate in recurrent training programs have a much better safety record when compared to those pilots who don't. This program provides a pilot with an opportunity to demonstrate and improve their flight proficiency and knowledge by attending safety seminars.

How Do I Participate?

You may participate by attending the Aviation Safety Seminar given by the FAA Aviation Safety Program Managers or any o f the Counselors and currently be active in the Wings Program.

Note: ***This Special Pilot Recognition Awards Program is only being offered in the Miami area by the Miami FSDO-19 Safety Program. Miami, FL 33166***

Send Completed Application to:

FEDERAL AVIATION

ADMINISTRATION

Miami Flight Standards

District Office-19

8600 NW 36th Street, Suits 201

Miami, FL 33166

ATTN: *Rene Alvarez, SPM*

Test Your Aviation Knowledge

1) An ATC Clearance provides.

A. Authorization to proceed under specified traffic conditions in controlled airspace.

B. Adequate separation from all traffic.

C. Priority over all other traffic.

2) When two or more aircraft are approaching an airport for the purpose of landing, the right-of-way belongs to the aircraft.

A. That has the other to its right.

B. That is the least maneuverable.

C. At the lower altitude, but it shall not take advantage of this rule to cut in front of or overtake another.

3) When an air traffic control clearance has been obtained, no pilot in command may deviate from that clearance, unless that pilot obtains an amended clearance. The one exception to this regulation is.

A. If the clearance contains a restriction.

B. When the clearance states "at pilot's discretion."

C. An emergency

4) Responsibility for collision avoidance in an alert area rest with.

A. The controlling agency.

B. All Pilots.

C. Air traffic control.

Cont. Test Your Aviation Knowledge

5) An airport's rotating beacon operated during daylight hours indicates.

A. That there are obstructions on the airport.

B. That weather at the airport located in class D airspace is below basic VFR weather minimum.

C. That the control tower is closed.

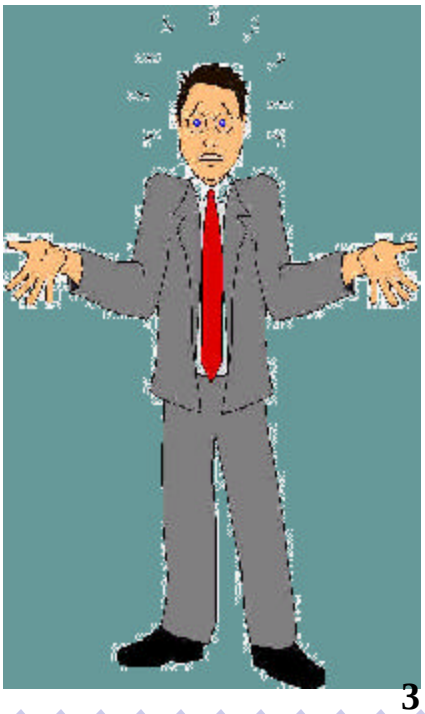
6) Which wind condition would be most critical when taxiing a nose-wheel-equipped high-wing airplane?

A. Direct crosswind.

B. Quartering tailwind.

C. Quartering headwind.

See page 4 for answers



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Upcoming Seminars

JULY

July 9, 2003

7:00pm - 9:00pm
Location: Miami FSDO-19,
8600 NW 36th Street,
3rd Floor Conference Room
Topic: Single Pilot IFR & Situation
Speaker: Orlando Villaverde
Sponsor: Safety Program

July 15, 2003

7:00pm - 9:00pm
Location: Miami FSDO-19,
8600 NW 36th St,
3rd Floor Conference Room
Topic: Personal Minimum Check-list for the Mechanic
Speaker: Walt A. Wilson
Sponsor: Safety Program

AUGUST

August 13, 2003

7:00pm - 9:00pm
Location: Miami FSDO-19,
8600 NW 36th St.
3rd Floor Conference Room
Topic: Helicopters 101
Speakers: Niall Farrel/ Kenneth Bowen/ Brenda Silva/ Gilberto Silva
Sponsor: Safety Program

August 19, 2003

7:00pm - 9:00pm
Location: Miami FSDO-19,
8600 NW 36th Street,
3rd Floor Conference Room
Topic: Suspected Unapproved Parts
Speaker: Walter A. Wilson
Sponsor: Safety Program

SEPTEMBER

September 10, 2003

7:00pm - 9:00pm
Location: Miami FSDO-19,
8600 NW 36th Street,
3rd Floor Conference Room
Topic: Basic Instrument Flying
Speakers: Jim Downing / John Deiters
Sponsor: Safety Program

September 16, 2003

7:00pm - 9:00pm
Location: Miami FSDO-19,
8600 NW 36th Street,
3rd Floor Conference Room
Topic: Structural Repair 1& 2
Speaker: Walter A. Wilson
Sponsor: Safety Program

ANSWERS

Aviation Knowledge Test

1. **A**
2. **C. FAR 91.113**
3. **C. FAR 91.123**
4. **B**
5. **B**
6. **B**

History of the "Wings"

The "Safety Pin" was used as an award for several years, and then a new design was developed. The aviation wings pin of the Pilot Proficiency Award (better known as the "WINGS") Program replaced the "Safety Pin" as remains today. However, the pin is not the sole reason to attend safety meetings. Pilot safety meetings are a great way to learn new information, ask questions on special interest issues, meet with other pilots, mechanics, have a good time with refreshments and door prizes. Each district has a varied schedule of meetings based on pilot and mechanic population, geographic location and special issues that arise.

There are other advantages to coming to the meetings and getting the necessary flight training. The Pilot Proficiency Program may also be used in lieu of a flight review, which every pilot needs anyway. There are some insurance companies that recognize the fact that extra effort for safety is being made through the program. These companies reward the pilot by discount in insurance costs. Contact your insurance company to see if they participate.

But the best reward of all is the peace of mind that you, as a conscientious pilot, receive when you know that you are doing all you can to keep safe and make the skies safe for all.

Bill O'Brien
Leaky Boat

The Leaky Boat - Part 2

Sub-Part E: Operating Rules: (ref: §145.201)

The opening paragraph of this subpart should state that the Repair Station will perform all maintenance, preventive maintenance or alteration in accordance with Part 43 on any article for which it is rated and within the limitations of its operations specifications. (ref: §145.201(a)(1). Now you must describe how the following operations that are to be conducted.

a. A brief description of how an article is received, inspected, repaired, approved for return to service, and released or shipped by the repair station. (ref: §145.205)
b. Then go into detail at what happens at each point or station the article stops as it passes through the repair station.
c. The description of work performed on the article at each station/stop should answer the Who, What, When, Why, and How questions.
d. Make sure at each station the responsible individual is identified, what forms and data is used, (reference the forms manual for samples)
e. If a maintenance function is performed by a certificated person outside of the repair station describe how that is contracted for and how the work is inspected when it comes back.
f. If a maintenance function is performed by a non-certificated person outside of the repair station describe how that work is contracted for, and how this persons meets the repair stations equivalent quality control system and describe how work is inspected when it comes back. (ref: §145.201 (a)(2)
g. Describe how contract maintenance function list is maintained and revised and how the FSDO is notified of the revisions. (ref: §145.209 (h)(1) and §145.217 (a)(2)(i)
h. For both f. and g. items don't forget to reference the List of Contractors.
i. The manual must describe how is maintenance performed for an Air Carrier in accordance with §145. 205.
j. The manual must state that the repair station must follow the approved inspection or maintenance program of the air carrier.
k Describe the necessary equipment, trained personnel, and kinds of technical data required to do the work.
l. All Air Carrier Maintenance must be authorized on the Repair Station's Operations Specifications
m. Identify who is responsible (by title) to keep a file of the air carrier's procedures and technical data.
n. Describe how the air carrier's RII list is maintained and who is responsible for its accuracy.

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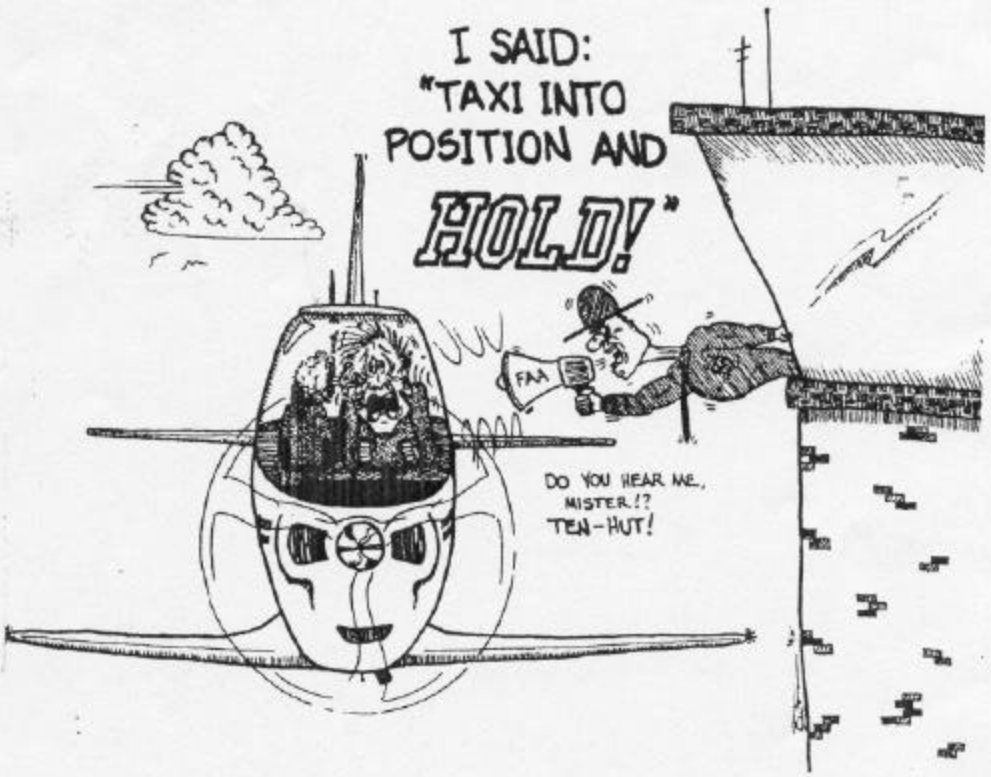
Preventing Runway Incursions is a SNAP if you:

Scan the entire runway and final approach area before entering or crossing a runway.

Never go "heads down" or off-frequency unless you're clear of all runways.

Are certain of the assigned runway, your position on the airport surface, and the exact clearance.

Pre-taxi or pre-landing briefing with the airport diagram in hand; know what's between you and your runway or you and your gate. Is there a parallel or intersecting runway?



o. Describe how the repair station is notified of changes to the air carriers manual and who is responsible to ensure these changes are made in the repair station's copy of the air carrier's manual (s).
p. Describe how employee training is conducted on new air carrier equipment. Who identified it and who is responsible for it. (reference the training manual)
q. Describe how air carrier equipment is returned to service. (reference the forms manual)
r. Describe how a major repair or major alteration is performed, and recorded on either a Form 337 or with a maintenance release in accordance with Appendix B of Part 43. (ref: § 145.201(b)(2)
s. Describe what records are maintained, for how long, where they are kept, and how they are retrieved. If a electronic system is used, how is it back-up and who is responsible for record keeping. (ref: §145.209 (i).
t. Describe how life-limited parts are to be controlled in accordance with §43.10
u. Describe the procedures to do work at a location other than the repair station by repair station personnel and who is responsible for that work, how the work is to be inspected, signed off and how FAA approval is granted for a special circumstance or for recurring work away from the repair station. (ref: §145.203 and §145.209 (f).
v. If you are a satellite station or the parent, explain how maintenance/inspection personnel and equipment are moved between repair stations.
w. Explain how revisions are made to this manual and how the FAA will be notified.

Quality Control Manual: (ref: §145.211)

Provide an overview of the repair station's quality control system from the time the article comes into the repair station to the time it is shipped out and the number of times the article is inspected, the kinds of inspections, starting with:

a. Give the number of quality control inspectors, who and how they report to, and who has the final word on airworthiness disagreements between inspection and maintenance personnel.
b. Inspection of raw materials/parts to ensure acceptable quality and who does the inspection, who is responsible, how is it recorded
c. Preliminary inspection of all incoming articles to be maintained, who does the inspection, who is responsible, and how is the inspection recorded.
d Inspection for hidden damage of all articles that have been involved in an accident before work is done. Who does the inspection, who is responsible, and how is it recorded
e. Explain how inspection personnel will maintain proficiency, training? Testing? eye exams? physicals?
f. Procedures to be used to replace inspection personnel who are went on vacation, or sick, or left the station employ.
g. Explain what kind of data is to be used, how is it kept current at the time work is performed, reference manufacturer data if applicable and identify who is responsible for this action.
h. Explain how non-certificated personnel are qualified to perform a task, how they are surveyed, and who is responsible to ensure they are qualified.
i. Explain how the article receives its final inspection, testing, and approval for return to service. Who does it, what kind of paper work (ref: the Forms manual) goes with the article, what kind of paper work stays in the repair station and who is responsible.
j. List the tools and test equipment that need calibration, and the intervals when it must be done. Identify the person responsible.

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k. Explain how re-work will be accomplished, and how discrepancies are recorded, and corrective action will be taken, who makes out the service difficulty report. Identify who is responsible.
l. The rule requires that the quality control manual includes procedures used for taking corrective action on deficiencies (ref: 145.211© (ix). Refer to Chapter 15 of AC 145-MAN)
m. Explain how the Quality Control Manual will be revised and how often the FAA will be notified of the revisions. List the name of the individual who is responsible.
n. If maintenance is going to be performed outside the repair station facilities, explain how inspections will be performed on that work, how it is recorded and by who. (ref: 145.203(b)

Forms Manual:

This manual contains all the forms used by the repair station. The lead in paragraph should identify who is responsible for this manual, how many times a year it is reviewed for accuracy, and how it is revised. There should be a description of each form, what it is used for, instructions on how to fill it out, who signs the form, and how long the record is kept. For training purposes, I recommend that you include a filled out sample of each form.

Training Manual: (Ref. §145.163 and §145.209 (e)

Good news, Bad news. The bad news is you have to submit a training manual with the rest of the repair station manuals in 2003. The good news is you can use your existing training manual. If you are up to it make sure that your old training manual stills covers original, recurrent, OJT, and task specific training. Identify in the manual, who is responsible for the training material and content, how the program is revised, and how many times is the training audited for content and accuracy. Give a short narration on how does the training program assure that the employee can perform the assigned tasks. If you do these revisions now, you won't have a lot to do when the new training manual is due in April of 05.

We have to talk about the new training manual. Section 145.163 requires that you have develop a new training manual and submit it to the FAA beginning on April 6, 2005. The rule goes on to say if the repair station was certificated before that date (April 6, 2005) it must submit its training program to the FAA for approval by the last day of the month in which its repair station certificate was issued. Translation, if the repair station was certificated May 1995, the training manual must be submitted to the FAA by May 31, 2005.

1995, the training manual must be submitted to the FAA by May 31, 2005.

If your repair station was certificated in January, February, or March your due date for a training manual submission is still April 6, 2005. This staggered manual submission process makes it easier on the FAA, and grants repair stations up to 2 years, 9 months from the effective date of the Part 145 rule, to develop a new training manual depending when they were last certificated. Here are some ideas you might want to incorporate into your training manual:

1. Who is responsible for the training program and its revision?
2. How often will training program be reviewed for accuracy and currency?
3. Who will perform the review?
4. How are revisions to the training program identified?
5. How is the FAA notified of the revision?
6. written or practical tests?
7. The repair station must document this training and keep those records for at least 2 years.
8. Are there procedures in place to ensure that the employees have read and understand the repair stations manuals?

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Capability List: (Ref. §145.209 (d)(1) and §145.215)

A repair station with limited ratings has a choice either to list the makes and models of the article that it maintains on the operation specifications or on a capabilities list. For revision purposes I recommend using the list. A capabilities list references the makes and models of aircraft or articles that you work on within the limits of your ratings). For example if you are an engine shop that works only on Lycoming engines, list the engines by Lycoming's make and model that you work on. (Note: see Part 145 Preamble page 41108 and 41109) However, §145.209 requires that before you submit the list to the FAA you must perform a self-audit or evaluation to ensure yourself and the FAA that you have the data, equipment, and personnel to perform the work on those engines.

The capability list must also provide procedures for revising the list as per §145. 215 such as:

a. Describe how the FAA Office will be notified of the revision;
b. Describe how the self-evaluation required by §145. 215 (c) will be addressed;
c. Describe how the self-evaluations will be reported to the appropriate manger for review and action.
d. Who maintains the capabilities list.
e. Who will conduct the self evaluation?
f. How many times during the year are the self-evaluations conducted?
g. How is the self-evaluation documented?
h. Who is responsible to correct any discrepancies found during the self-evaluations?

Management, Supervisors, and Repairman List/Roster (Ref: 145.161)

This list or roster should be separated into three separate lists. Management List required by §145.161(a)(1), Supervisory List required by §145.161(a)(1), Inspection Personnel list required by §145.161(a)(2), and a list of personnel authorized to sign a maintenance release as required by §145.161(a)(3).

Each roster or list must include a summary of employment for each individual listed as required by §145.161(a)(4). The list must include the following information:

a. Present title
b. Total years of experience and type of maintenance performed.
c. Past relevant employment with names of employers and periods of employment.
d. Scope of present employment.
e. The type of mechanic or repairman certificate held and the ratings on that certificate, if applicable.
f. A statement that in case of a the change, the changes to the roster/ list will be revised and incorporated within 5 business days and the FAA office will also be notified within that same period.

Contractor's List: §145.209(h)(2) and §145 217(a) (2) (ii)

With the contractor's list you have a couple of choices. You can put the contractors on the Operations Specifications or make a contractor's list. The Operation Specifications must be approved by the FAA but if you list the contractors then the FAA only has to accept them. I suggest that you pick the list because it is the easiest to revised.

The list should have a preamble page that should describe the contractor process including identifying those procedures to maintain and revise contract maintenance information, in accordance with §145.217 Contract Maintenance.

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Manual must describe how are contracts are maintained with certificated and non-certificated facilities and where copies of these contracts are kept. In addition the list must answer these questions:

1. Who is in charge of contract maintenance by title?
2. Who is responsible for any revisions?
3. How does the repair station ensure that the non-certificate facility is maintaining its quality control system?
4. How is receiving inspection conducted on parts from a contract facility?
5. How are the repair station personnel trained to audit contract facilities?
6. How are discrepancies with contracted facilities handled?
7. How are revisions to the list of contractors made and how is the FAA be notified of changes to the list
8. Describe how the Repair Station will be "directly in charge" of non-certificated facilities.
9. Ensure that non-certificated facility maintains a quality control system equivalent to the repair station.

The list must be acceptable to the FAA at all times, if the FAA finds that a contractor is not acceptable then the work that the contractor must be inspected, and reworked by another party if necessary.

Well, we covered just about everything. I hope that my bucket of suggestions and recommendations will provide you with enough help and direction to keep your leaky boat afloat until the FAA accepts your manuals. But you better get busy and get your leaky boat to shore by October 3rd or your repair station will swim with the fishes.-------- **Good Luck.**

Bill O'Brien